

Bridge City Independent School District Employee Agreement for Acceptable Use of the Electronic Communications System

You are being given access to the district's electronic communications system. Through this system you will be able to communicate with other schools, colleges, organizations, and individuals and will have access to hundreds of databases, libraries, and computer services.

With this **educational** opportunity comes responsibility. It is important that you read this document and the District policy. Inappropriate system use will result in suspension of access to the system and revocation of the computer system and/or other disciplinary or legal action, in accordance with the District policies and applicable laws.

The Internet is a network of many types of communication and information networks. It is possible to access material that you might find objectionable. While the district will take reasonable steps to restrict access to such material (including the use of an Internet content filter), it is impossible to guarantee that such access cannot or will not be gained. It is your responsibility to follow the rules for appropriate use.

Employees are hereby placed on notice that there shall be no expectation of privacy associated with District provided communication systems and equipment. The District reserves the right to access, audit, review and monitor the use of, as well as the data stored or transmitted from, all communications systems and equipment provided by the District.

Confidential District or student data may not be placed on any employee owned computer in a manner that compromises the confidentiality of the data.

BCISD makes no warranties for the access it is providing. The District will not be responsible for damages suffered through loss of data; accuracy, nature, or quality of information gathered through District-provided Internet access; or unauthorized financial obligations resulting from District-provided access to the internet.

All users of BCISD computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette) and adhere to the following guidelines:

- It is the responsibility of each staff member to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response.
- It is also the responsibility of each staff member to monitor students' online activity for appropriate behavior.
- Accounts are to be used **mainly for educational purposes**. Limited personal use is permitted if the use
 - Imposes no tangible cost on the District and
 - does not unduly burden the District's computer or network resources;
 - Has no adverse effect on an employee's job performance or on a student's academic performance, and
 - Is appropriate as set out in this Agreement.
- You will be held responsible at all times for the proper use of your account.
- Remember that people who receive e-mail with a school address might think the message represents the school's point of view.
- Understand that network security is severely compromised if you share your password with any other user.
 - Students cannot be given access to teacher passwords or account information.
 - Students cannot be allowed on a computer that is logged on with a teacher account.
 - Students cannot be allowed access to Lynx.net.
- Inappropriate use includes
 - Using the system for any illegal purpose, for political lobbying, or for promoting a personal business or cause.
 - Borrowing another user's account.
 - Downloading or using copyrighted information without permission from the copyright holder (including installation of unlicensed software).
 - Posting e-mail messages or accessing materials that are abusive, obscene, sexually oriented, threatening or harassing.
 - Wasting school resources through the improper use of the computer system such as downloading, distributing, or executing files not specifically related to job function.
 - Gaining or attempting to gain unauthorized access to restricted information or resources.
 - Vandalizing, damaging, or disabling the system by physical force or by introducing any computer code designed to hinder the performance of a computer's memory, file system, or software.
 - Adding hardware or peripheral equipment to District equipment without prior approval
 - Installing software to District equipment without prior approval
 - Copying District software from District equipment to personal equipment without prior approval
 - Accessing and posting to social networking sites or chat rooms during the official workday from any device is prohibited.
 - Only a teacher, trainer, or other employee who has an extracurricular duty may use electronic media, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. The employee shall limit communications to matters within the scope of the employee's professional responsibilities.

Bridge City Independent School District

Employee Agreement Form

Name _____

Campus: High School Middle School Intermediate Elementary Service Center Administration

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the *Employee Agreement for Acceptable Use of the Electronic Communications System* and District policy and agree to abide by their provisions. I understand that failure to adhere to the guidelines may result in suspension of access to the system, revocation of the computer system account and/or other administrative action. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and *Employee Agreement for Acceptable Use of the Electronic Communications System*.

Signature _____ Date _____

An *Employee Agreement Form* must be signed annually. It will be kept on file in the office of the campus principal secretary.